

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:**        **PARK PLANNER**

**DEPARTMENT:**    **RECREATION**

**BASIC FUNCTION:**

Under general supervision, to perform park and trails planning and landscape architectural work; to prepare plans and designs; manage projects, and to do related work as required.

**KEY RESPONSIBILITIES:**

Develop designs, specifications, cost estimates for landscaping, park improvements and trail projects.

Prepare written reports, agenda bills, maps, specifications, drawings and necessary documents related to park development and landscape architectural capital projects.

Review park and trail plans for conformance to City policies and program desires.

Schedule design and construction work related to park projects, administer contracts and coordinate project development team.

Conduct inspections on park improvements and trails.

Coordinate and monitor performance of outside consultants and contractors.

Prepare environmental statements, conditional use permits and other planning documents for park projects. Make presentations to the Park & Recreation and Planning Commissions and City Council.

Act as liaison and coordinate activities with other city departments, outside adjacent agencies, and various groups related to parks projects.

Conduct public workshops with various neighborhood communities in development of parks and trails projects.

Interact and organize community volunteers related to trails and park projects.

Write grant proposals and research opportunities for funding of the trails project.

Perform other related duties as necessary.

**QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

**Knowledge of:**

Principles, practices, techniques and terminology of landscape architecture, park planning, design and development.

Principles of recreational planning.

Principles of land use, environmental and site planning.

Relationships among federal, state and local planning programs.

Computer programs related to landscape design and park development, e.g., CAD, GIS.

Practices of contract preparation and administration.

**Ability to:**

Prepare sketches, plans, specifications and cost estimates of landscape architectural, trails and park projects.

Research, collect, analyze and interpret data pertaining to landscape architecture, park development and maintenance.

Operate and use computer programs to produce necessary work, such as mapping and CAD design.

Make public presentations.

Communicate effectively both orally and in writing.

Organize work, set priorities, meet critical deadlines.

Perform work with minimum supervision.

Establish and maintain effective working relationships with those contacted in the course of work.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Bachelors' degree from an accredited college or university with major work in landscape architecture, urban planning or closely related field, and  
Two years professional or paraprofessional park development planning or landscape architecture or related planning experience.

**SPECIAL REQUIREMENTS:**

Possession of a valid California Driver's License.

Possession of a California Landscape Architecture License is highly desirable.

**PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or to operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret narrative and statistical data, information and documents; observe and interpret people and situations; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Required to attend meetings and travel to off-site locations for inspections as necessary during the course of performing work.

DATE APPROVED: 7/27/01